

FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This class encompasses highly responsible and specialized fire department positions involving planning and implementation of the training and safety programs for the fire department. Employees of this class maintain and enforce safety practices at the scene of an emergency and at the stations. Employees in this class exercise no direct supervision over line classes. They exercise limited supervision over departmental personnel in all areas of fire department operations as it relates to safety procedures and during all training classes and exercises. Fire Training and Safety Officers assist the Chief of Training and Safety by developing accident and loss control programs, performing research for department training and safety functions, and investigating accidents involving department personnel, equipment, and apparatus. Employees of this class work with a high degree of independence, reporting to and having work reviewed by the Chief of Training and Safety.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Chief of Training and Safety in developing a training program and providing for regular employee training at all levels within the department. Prepares training materials and schedules training for all department employees as assigned by the Chief of Training and Safety. Assists in evaluating the effectiveness of training to determine the need for additional training or for change in the training program. Personally conducts training classes, either in the classroom, at the drill field, or at the fire station, in the following areas: search and rescue; fire fighting; fire attack; forcible entry; ladders; ventilation; nozzles and hoses; fire streams; hydraulics; extinguishers; salvage and overhaul; use of protective breathing apparatus; safety; hazardous materials; emergency medical services; and other related subjects as may be assigned or required. Prepares written tests and job simulation exercises to rate skills acquired during training. Administers and grades training tests.

Responds to all emergency calls and takes charge of all safety procedures at the scene to ensure compliance with all established safety procedures. Observes department employees at the fire scene in size-up, fighting fire, containing hazardous

materials, performing search and rescue, providing emergency medical assistance and performing salvage and overhaul. Observes use of safety equipment by department personnel and makes notes during emergency response for use in safety training. Demonstrates safety equipment and practices. Inspects or tests safety and first aid supplies, apparatus, equipment, machinery and accident prevention devices to ensure compliance with safety and health regulations. Identifies and corrects conditions which could produce accidents and financial losses. Investigates all accidents involving department equipment or personnel, evaluates extent of injuries, determines cause, and implements procedures to avoid future accidents. Evaluates department safety program and makes recommendations for improvements.

Reviews new employment applications and verifies the information provided. Makes arrangements for agility and drug testing for newly hired employees. Supervises department employees during training classes and exercises and evaluates performance. Discusses work performance of subordinate employees with superiors. Provides assistance to fire department personnel in technical areas of work.

Keeps informed on modern fire fighting methods and administrative practices, and new laws and regulations relating to fire service operations. Participates in educational activities, such as conferences and conventions, sponsored by related professional organizations, to update knowledge of safety and training. Evaluates technical and scientific publications concerned with safety management. Formulates and recommends goals and objectives for the Training and Safety Division. Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will help the fire district to obtain favorable ISO ratings. Assists in gathering information to be used in compiling budgets and prepares expenditure estimates. Supervises the general care and maintenance of assigned equipment and property, ordering and distributing supplies and as needed.

Prepares and maintains records needed to document the activity of the Training and Safety Division. Reviews reports written by fire department personnel related to training and safety. Reads and interprets charts, graphs and manuals. Compiles, organizes and analyzes data needed for reports through the use of statistics. Writes reports, including accident and injury reports, and personally completes all forms and records required. Files records and reports as needed.

Performs other related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to

the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must have at least three (3) years full-time experience in fire suppression with a paid fire department.

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Must have at least one (1) year full-time experience as a training instructor and/or safety officer with a paid fire department.